



Minutes City of Sacramento Development Oversight Commission

COMMISSION MEMBERS:

Holger Fuerst, P.E., Chair
Kristina McBurney
John M. Packowski, Associate AIA

Dennis Guerra, AIA, LEED
Darryl Chinn, AIA, Vice Chair
Scott Schriefer

Brian Holloway
John Nunan
Roger Valine

CITY STAFF:

William Thomas, Director, Development Services
Sabina Gilbert, Deputy City Attorney
Janis Franklin, Program Specialist

New City Hall
915 I Street, 1st Floor - Council Chambers

January 5, 2009 – 5:30 P.M.

The Development Oversight Commission (DOC) is a board of the City Council with review and recommendation authority. Its purpose is to provide a forum for the public to introduce and discuss suggestions, comments, and concerns regarding the city's development services function. The DOC will host public meetings to hear public comments before providing its recommendations to City Council.

NOTICE TO THE PUBLIC

You are welcomed and encouraged to participate in this meeting. Public comment is taken (3 minutes maximum) on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard at the end of the meeting as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.


Notice to Lobbyists: When addressing the Commission you must identify yourself as a lobbyist and announce the client/business/organization you are representing (City Code 2.15.160).

Speaker slips are located in the lobby of the hearing room and should be completed and submitted to the Commission Secretary.

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order of agenda items is for reference only; agenda items may be taken in any order deemed appropriate by the Commission. The agenda provides a general description and staff recommendations; however, the Commission may take action other than what is recommended. The agenda is available for public review on the Friday prior to the meeting. Hard copies of the agenda, synopsis, and staff reports are available from the Development Services Department at 300 Richards Boulevard, 3rd Floor (25 cents per page)

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Development Services Department at (916) 808-5908 at least 48 hours prior to the meeting.

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(916) 264-5011
Development Oversight Commission
January 5, 2009

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*New City Hall
915 I Street, 1st Floor – Council Chambers*

All items listed are heard and acted upon by the Development Oversight Commission unless otherwise noted.

Call to Order – 5:30 p.m.

Roll Call - All present except Commissioner Packowski (AL: 5:35 PM) and Commissioner McBurney (A-Ex)

Consent Calendar

All items listed under the Consent Calendar are considered and acted upon by one motion. Anyone may request that an item to be removed for separate consideration.

1. **Minutes from December 1, 2008 Meeting**

Location: Citywide

Recommendation: Approve Meeting Minutes from December 1, 2008

Contact: Janis Franklin, Program Specialist, (916) 808-7705

Action: Moved, seconded, and carried (Holloway/ Fuerst: 7; 0; 0) to approve minutes.

Staff Reports

Staff reports include oral presentations including those recommending receive and file.

2. **Election of Chair and Vice Chair**

Description: Nomination and selection of the DOC Chair and Vice Chair positions for 2009

Location: Citywide

Recommendation: Nomination and selection of DOC Chair and Vice Chair for 2009

Contact: Janis Franklin, Program Specialist, (916) 808-7705

Action: Moved, seconded, and carried (Valine/ Guerra: 8; 0; 0) to elect Commissioner Holger Fuerst as 2009 DOC Chair. Moved, seconded and carried (Holloway/Nunan: 8; 0; 0) to elect Commissioner Darryl Chinn as 2009 DOC Vice Chair. Commissioner Fuerst thanked Commissioner Valine for the wonderful work he did in the past year.

3. Director Update – Activities of the Development Services Department (Oral)

Location: Citywide

Recommendation: Receive and Comment on layoffs and budget.

Contact: William Thomas, Director of Development, (916) 808-1918

Action: William Thomas provided updates regarding recent Development Services Department layoff notices sent on 1/2/09. He also discussed the coordination/merging of some services with Sacramento County. He indicated that there were ongoing planning meetings to accomplish those services changes. Commissioner Fuerst recognized and introduced County Deputy Agency Administrator for Development Services, Steven Pedretti, and asked him to introduce himself. Mr. Pedretti made introductory remarks, and looked forward to working with City Staff to partner on development services work.

4. Activity Based Cost Accounting Presentation (Oral)

Location: Citywide

Recommendation: Review and Comment on Design Team presentation of activity based cost accounting program

Contact: Ryan Pham, Support Services Manager, (916) 808-2278; Jennifer Hageman, Senior Planner, (916) 808-5538; Carla Campos, Development Services Technician, (916) 808-1013; Steve Gorman, Chief Building Inspector, (916) 808-8951

Action: Ryan Pham provided information regarding the cost accounting system that was implemented in November, and introduced members of the design team who presented a power point outlining the vision, mission, goals, phased project design and implementation process. Jennifer Hageman discussed an overview of the phased approach to the design process and implementation which included the schedule, work and outreach of the design team. Steve Gorman discussed phases 5 and 6 of the project, including more detail regarding the core service groups, the selection of tasks to track within those core services and the structure of the cost accounting system. He also added details regarding roles and responsibilities and project roll out. Carla Campos discussed the pilot phase of the cost accounting project, and the department wide roll out, including the benefits of the new system. She added details regarding support resources, avenues for future refinements and staff feedback. Commissioner Fuerst commended the design team and stated that the project leads to the accountability and transparency that is needed. He stated that he hoped cost accounting would go city wide. Commissioner Nunan expressed his appreciation to the Design Team for their work, and recommended that a DOC member address the next all staff meeting to talk about the importance of cost accounting, and asked about the inclusion of indirect costs. Ryan Pham discussed the department wide training effort that was conducted as a part of this project. Bill Thomas stated that the design team work demonstrates to other departments in the City a model of what is capable with the financial system. Ryan Pham discussed the two remaining phases of the project including the Budget Accountability and Performance Trend Measurements.

5. Shovel Ready Investment Protection (SRIP) Ordinances (M08-048)

Location: Citywide

Recommendation: Review and Comment

Contact: Sandra Yope, Senior Planner (916) 808-7158; Bob Chase, Chief Building Official (916) 808-8024; David Kwong, Current Planning Manager (916) 808-2691.

Action: David Kwong presented the staff report and ordinances for the Shovel Ready Investment Protection program, including time extensions for all planning entitlements, building applications and most building permits city wide to protect investments. He stated that the extension would affect approximately 1900 projects city wide and millions of dollars in development. Commissioner Fuerst asked about the any potential issues with environmental protection and sustainability measures. David Kwong stated that if any issues resulted, staff would address them at that time, but he did not foresee any problems. Commissioner Holloway commended staff on the business friendly approach.

6. Technical Update to the 2005-2010 Parks and Recreation Master Plan

Location: Citywide/All council districts

Recommendation: Review and Comment

Contact: Mary de Beauvieres, Principal Planner, (916) 808-8722; J.P. Tindell, Park Planning and Development Manager, (916) 808-1955

Action: Mary de Beauvieres reviewed key issues and components in the Technical Update, including service level goal performance. She also stated that staff was working to bring their master plan into compliance with the proposed general plan, and that staff was also going to change the service level goals for community centers to help them function more efficiently. Mary also reviewed details regarding proposed additional community centers and outlined next steps including outreach. Commissioner Fuerst asked about details regarding outreach to industry partners.

7. Shovel-Ready Sites Program Funding

Location: Citywide/All Districts

Recommendation: Forward with Recommendation of Approval to City Council

Contact: Desmond Parrington, AICP, Infill Coordinator, Planning, (916) 808-5044; Carol Shearly, Director of Planning, (916) 808-5893; and David Spaur, Economic Development Director, (916) 808-8196

Action: Desmond Parrington presented a review of the shovel ready sites program, including the utilization of all previously allocated funding and staff recommendation for additional funding from underutilized CIP projects. He stated that the funding would assist with the identified challenges in development of infrastructure in shovel ready sites work with the goal of a near time return on investment in new development. Commissioner Fuerst asked about specific sites that could use the funds. Desmond gave examples of funding usage and indicated that the focus would not be project focused but would focus on key opportunity sites.

8. Development Commissions Process Improvements (Oral)

Location: Citywide/All Districts

Recommendation: Review and Comment regarding process improvement initiatives

Contact: Roger Valine, Chair, Development Oversight Commission

Action: Moved, seconded, and carried (Valine/ Guerra: 8; 0; 0) to recommend process improvement initiatives and associated ordinance language regarding the Design and Planning Commissioner to the City Council. Commissioner Valine led a discussion regarding process improvement and streamlining recommendations regarding the Planning Commission and Design Commission with goals of increased efficiency and effectiveness. He added that initial recommendations included combining the two commissions into one smaller commission with seven members, and defining the new charter and functions. He recommended that the DOC discuss a motion regarding the changes, and forward the recommendation to City Council for their consideration. Commissioner Holloway discussed previous work done to streamline the Design and Preservation Commissions, including a new focus on forward planning initiatives, moving many approvals to a staff level, with appeals heard at the Commission level. Commissioner Holloway submitted a motion as follows: "Due to the City's current budget situation, the lack of applications being submitted to the City and in order to reduce the cost of conducting and staffing public hearings: I move that the DOC suggest that the City Council combine the Design Commission and the Planning Commission into one body. This suggestion includes that the combined Planning Commission be reduced in number from nine to seven and that at a minimum, at least two of the seven Commissioners be experienced in Architecture, Landscape Architecture or Urban Design." Bill Thomas clarified next steps, including a letter from the DOC to Mayor and City Council, review of applicable codes in January, and ordinance language to City Council in February. Commissioner Nunan recommended that the letter be specific to process and timelines to accomplish the change. Commissioner Holloway reminded the DOC that this work had been proposed in earlier annual reports to Council. Chair Fuerst appointed a DOC Subcommittee to work on outreach and ordinances, including Commissioners Valine, Holloway, Chinn and Packowski.

9. Web Site Demonstration- Field Inspection and Plan Review information

Location: Citywide

Recommendation: Review and Comment

Contact: Carl Hefner, Deputy Chief Building Official, (916) 808-8779; Rebecca Blair, Senior Department System Specialist, (916) 808-8289

Action: This item was moved up to item #4 on the agenda by the Chair. Carl Hefner and Rebecca Blair reviewed and demonstrated the current and proposed on-line functionality regarding permit and inspection information available via the City website. They solicited input regarding a new Accela product that could feature new functionality including a registered user concept, new application creation, fee estimates, reports, minor permit issuance, online payment acceptance and scheduling inspections online. The new functionality could also offer viewing all permits, including inspections, by contractor number. Carl

discussed the attachment feature which could allow viewing of conditions and comments, including correction comments. Commissioner Fuerst asked about tracking internet usage statistics. Commissioner Valine asked about outreach regarding Accela functionality and ombudsman case data. He recommended that ombudsman case data be available to the public, with the exception of complainant information when anonymity was requested. Commissioner Packowski asked about updating frequency by inspectors, and Carl Hefner stated that updates were made immediately in real time due to the wireless capability. Commissioner Nunan asked if staff had written information and instructions regarding on line access available to distribute to customers. Bill Thomas stated that Ryan DeVore was working on a welcome kit for the department that could contain the information and instructions. Commissioner Schriefer recommended that access code numbers be assigned to projects. Commissioner Fuerst asked about customer feedback as part of each job.

Public Comments - Matters Not on the Agenda

10. None.

11. Questions, Ideas, and Announcements of Commission Members

Commissioner Fuerst introduced Mayor Kevin Johnson as a special guest. Commissioners Nunan reviewed the history of the DOC, including the original purpose and general accomplishments to date, emphasizing the customer service, cultural, organizational change, economic development and streamlining measures. Commissioner Fuerst recommended that the Mayor review the most recent DOC Annual Report to get more details regarding goals and expectations for the coming year. William Thomas added that the DOC had formed a Fee Subcommittee to review all new development fees as a first step in outreach. He stated that the subcommittee included stakeholders. Commissioner Holloway added that one of the additional DOC roles was as an advocate for the public. Mayor Johnson made introductory remarks, including appreciating the work that the DOC has done to date, and thanked all staff members for their hard work. He added that one of his goals was to make sure government was efficient and effective, and that the DOC was a good example of that work, and that he saw opportunities for continued bold work in creating a competitive advantage. Commissioner Fuerst led the DOC and staff in introductions to Mayor Johnson.

Adjournment 7:30 PM